

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION**

POSITION TITLE: INSTRUCTIONAL ASSISTANT (Sub)

POSITION LOCATION: ASDB

POSITION REPORTS TO: Supervising Teacher or Instructional Assistant  
Supervisor

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

High School graduate or GED equivalent; sign language skills for working with deaf and hard of hearing children; experience with children that have disabilities.

PREFERRED QUALIFICATIONS:

Experience with deaf and hard of hearing students; course work in a field related to Special Education and/or Rehabilitation; proficient American Sign Language skills; experience with behavior management techniques.

MAJOR DUTIES & RESPONSIBILITIES:

Implement learning activities planned by certified staff; observe and record student behavior and assist instructional staff in behavior management; escort and route students to appointments and functions; tutor individuals and work with small groups of students; assist in development and implement activities and objectives established by the team; work at the direction of the professional, independent of the immediate supervisor in scheduled activities; assist students in self-help and personal care; foster the level of independence possible from each student; maintain a safe environment; assist with recording data and information; job coach students at various work sites; participate and use information acquired at in-services training activities; communicate effectively with students, staff, and public; follow policies and guidelines of the agency; assist in preparation of materials; other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn specialized skills to work with deaf, blind or multiply disabled students; ability to communicate effectively with staff and students. Ability to transfer students from wheelchairs to other apparatus.

SPECIAL CONDITION/REQUIREMENT: Must utilize appropriate personal protective equipment as required.